

SAMPSON COUNTY EXPOSITION CENTER - FACILITY GUIDELINES

We are extremely pleased that you have selected the Sampson County Exposition Center as the host site for your event. This facility belongs to the Citizens of Sampson County; please assist in protecting the facility by following the guidelines below. If you have questions regarding these guidelines, please contact the Staff of the Exposition Center or the Event Manager on duty.

For the safety of clients and their guests and for the protection of the facility a Digital Video Recording Surveillance System is utilized throughout the facility.

- A. It shall be the responsibility of all Rental Clients to properly care for the facility and its contents. Rental clients are responsible for any and all damages to the facility caused as a result of his/her event or his/her guests. (See lease agreement)
- B. The use of all beverage(s) containing any type red food coloring or that has a color base of red are not permitted in Heritage Hall, Expo Room, Bennett-Allen Board Room, or any other area of the facility that is carpeted. (*This is to prevent stains and damages to carpeting.*)
- C. Food and Beverages are strictly prohibited on stage in Prestage Hall as well as in all backstage areas, excluding dressing rooms. (*Please do not place any type beverage, cup or other containers that contain any type liquid on or near any sound or lighting equipment.*)
- D. Rental clients and their guests must always conduct their activities with full regard to public safety and shall always abide by directives of the staff of the Exposition Center, their representative, or any other duly authorized governmental agency having responsibility for public safety.
- E. For the safety of your children and the safety of children of event attendees; all children (under the age of 18) must always be supervised. Unsupervised children are not allowed in lobbies, kitchens, hallways, or common areas without adult supervision. Unsupervised children should not be allowed outside the building. Please keep children off the grass and out of all flower and plant beds.
- F. The Sampson County Exposition Center is a Smoke-Free Environment. Smoking is not permitted within 50 feet of any entrance or door. Patrons are required to dispose of all cigarettes, cigars, pipes or other smoking devices in the proper receptacles.
- G. Pursuant to North Carolina General Statue NO firearms or handguns concealed or otherwise are allowed within or on the grounds of the Sampson County Exposition Center. (Exception: Fundraising Events pre-approved by the Executive Director of the Sampson County Exposition Center.)
- H. The legal age for the consumption of alcoholic beverages in the State of North Carolina is (21) years of age. NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO THE FACILITY. ALL ALCOHOLIC BEVERAGE SERVICES ARE PROVIDED BY THE SAMPSON COUNTY EXPOSITION CENTER. CONTACT ADMINISTRATIVE STAFF FOR DETAILS. No alcoholic beverages may be consumed outside the building or in the parking areas without prior written permission from the LESSOR.
- I. Event Manager(s) are required to be onsite for all events held after 5:00 pm Monday-Friday and for events held on Saturdays, Sundays and Holidays. Event Managers are onsite to provide access to the facility and are available to assist in making events successful. It is not the responsibility of Event Managers to reset tables/chairs or to provide post event clean-up services. The set-up of tables, chairs and other equipment is provided by the House Keeping Department, which is based upon the arrangements that are provided in advance. Please inform Event Manager on duty of any requests or needs that might arise or in the event of an emergency.

- J. Security Personnel are onsite for events to ensure the safety of clients and their guests and to aid in the protection of the facility and adherence to guidelines. Security services are provided by the City of Clinton Police Department. *(Effective July 1, 2015; the City of Clinton Police Department was authorized to serve as an agent which allows them the ability to enforce policies and guidelines and specifically the policy of no consumption of alcoholic beverages outside of the building, or enforcing that no alcoholic beverages be brought into the facility. This policy states: "It is understood that the officers of the Clinton Police Department will act as agents and order these individuals to leave the premises/property; and it is further understood that if these individuals do not leave the officers of the Clinton Police Department may make arrests for violation of North Carolina General Statute 14-159.12 (Trespassing), or any other applicable statutes.)*
- K. Access to the facility is only allowed on the day of the event. No access is permitted to the facility prior to or after an event without the advance written permission and approval from the staff of the Exposition Center.
- L. All events held in Prestage Hall that utilize the services of a live band, DJ or any other type of event including but not limited to concerts and trade shows are required to lease a 200-amp Remote Electrical Service Panel (\$50/Day) for all electrical power requirements. The use of electrical wall outlets located on the stage in Prestage Hall as a power source for bands or DJ's is prohibited. Under no circumstances may any electrical panel cover be removed. No alterations may be made to any electrical panel located within the facility. Any event whose electrical requirements exceed 200 amps should contact the staff of the Exposition Center approximately (30) days prior to the scheduled event. Electrical requirements that exceed 200 amps are subject to additional charges.
- M. Rental clients must provide their own extension cords and or ladders should they be required. The Sampson County Exposition Center does not rent, loan or supply extension cords or ladders. *(All extension cords utilized in the facility must be of sufficient size and free of cuts, nicks or other damages that may constitute a fire hazard.)*
- N. The use of "duct" tape or other similar packing tape is prohibited. The only tape approved for use within the building is "Shure Tape - Gaffers Tape." Gaffers tape is available for purchase from the Exposition Center at the prevailing rate. (Please ensure your decorators are aware of this policy.) Duct and other type tapes are extremely hard and time consuming to remove from surfaces. They can also cause damage to the facility, walls and floors.
- O. Rental clients are responsible for the removal of all trash and food from building generated as a result of their event. Trash and food generated is to be disposed of properly and placed in the dumpsters located at the rear of the facility. Food scraps, grease, or other food byproducts should be placed in the by-product's dumpster located at the rear of the facility. *Should it be required for the Staff of the Exposition Center to remove food and/or trash from the building/grounds an additional cleaning fee will be assessed to the client, which will be deducted from the security deposit.* Should a client desire to pre-arrange for Cleaning Services, please contact the administrative staff (30) days prior to the event to obtain a price quote. For extra trash bags during events, please see the House Manager or staff member on duty. *Attention Clients: If you expect your caterer or decorator to provide this cleaning services, we suggest that you discuss this with them prior to your event. Please do not assume that this service is included in your catering or decorating fee.)*
- P. It is recommended that trashcans not be over filled. Overfilling causes difficulty when removing the plastic can liner and the contents of the trashcan. All trash bags must be placed in the facility's dumpsters prior to vacating the premises.

- Q. All decorations and other event related items must be removed at the conclusion the event. (*The staff of the Exposition Center will dispose of any items left from events and a service charge will be applied for such removal and/or storage.*) Sampson County, the Sampson County Exposition Center or its Staff assumes no liability or responsibility for the property of any client while located in the facility or on the grounds.
- R. The use of nails, screws, hooks; tacks or tape on any walls, floors, windows or doors is prohibited. Violations of this policy will result in the immediate loss of Security Deposit.
- S. It is the policy of the Exposition Center that no banners or streamers are attached to video projection screens. Violations of this policy will result in the immediate loss of Security Deposit.
- T. Do not attach any item or object to Stage Curtains. The use of pins is strictly prohibited on all stage curtains. Violations of this policy will result in an immediate loss of Security Deposit.
- U. Clients using a stage are required to use protective mats under all drum sets, loudspeakers or other band/DJ equipment that might cause damage to stage surfaces.
- V. No banners, lighting or other materials may be hung from the stage lighting pipes or the curtain pipes and/or travelers without prior permission and without direct supervision of staff, Event Manager or approved technical (sound and/or lighting) director. Use of the Cyc curtain is only permitted by approved personnel.
- W. The use of Bounce Houses or other Inflatables is not allowed in the parking lots or outside the building. Clients may use Bounce Houses or other inflatables within Prestage Hall; however, should a client use Bounce Houses or other inflatable, he/she assumes full responsibility for any damages to the facility, and for any injuries that may be sustained by any person, guest, attendee, or staff member that may be caused or created by their use. If a CLIENT chooses to use a Bounce House or other Inflatable for their event, they must provide full supervision of their use, at all times, by an adult 21 years of age or older.
- X. Rental clients are responsible for removing all helium filled balloons from the facility. (*Balloons that are removed by the staff of the Exposition Center will be subject to a service charge of \$2.00 per balloon*).
- Y. The use of confetti OR glitter is strictly prohibited both inside and outside the Exposition Center. The use of birdseed is permitted only on the outside of the building. (The use of confetti or glitter will result in the loss of Security Deposit.)
- Z. Rental clients and their guests shall not enter any area of the facility not covered by the client's lease agreement.
- AA. The removal of tables, chairs or other equipment from the building is not permitted. (*Tables and chairs are not available for loan.*)
- BB. Rental clients must provide his/her tablecloths and decorations. (Please see staff to request a list of Service Providers approved to perform work at the facility.
- CC. Tables and chairs will be set-up by the staff of the Sampson County Exposition Center. Clients, please DO NOT stack tables and/or chairs at the conclusion of an event. Room set-up instructions must be provided to the staff of the Sampson County Exposition Center (14) business days in advance of each

event. All tables and chairs must be left in the same position as placed by Sampson County Exposition Center staff.

DD. Sitting or standing on tables is strictly prohibited

EE. Rental clients and their guests are requested not to stand with their feet against any walls. (*This causes wall surfaces to become extremely soiled and difficult to clean.*) Rental Clients shall incur any costs associated with cleaning walls soiled as a result of his/her event or his/her guests.

FF. Rental clients and his/her guests are not permitted to disconnect power to the vending machines, ice makers, or other equipment located throughout the facility that is not directly related to his/her event. Disconnecting vending machines will result in the immediate loss of security deposit. Clients are responsible for damages caused to vending machines or other equipment caused by his/her guests.

GG. Please help protect the facility's floors. Excessive scuff/black marks or deep scratches from shoes, service carts, or other items brought into the facility may result in additional cleaning charges. Charges assessed for additional cleaning shall be the responsibility of the client and will be deducted from the security deposit. In the event charges exceed the security deposit client will be billed for excess charges as stated in lease agreement.

HH. Destruction or defacing of restroom stalls, stall doors, soap dispensers or paper towel holders will result in the loss of security deposit. Any damages sustained shall be the responsibility of the Client and are subject to additional fees based up the repairs required.

II. Fire Exits: During events only the main entrances to Prestage Hall and Heritage Hall may be used as public entrances. All other doors must remain closed and locked during events. Please note that all doors in the facility feature emergency/panic exit devices that allow individuals to exit in case of an emergency. Located within Prestage Hall there are two Fire Exit doors (front and rear). Clients can use when loading-in or loading-out items related to their event. Once the scheduled event begins these doors may NOT be used for egress and regress by clients or their guests. This also applies to the following doors: Double doors located adjacent to the vending machines; emergency exit located in hallway adjacent to Heritage Hall; and double glass doors at located at receptionist office. It is requested that Clients inform their guests of this policy. Violations of this policy may result in termination of an event, please see Exhibit A for more details.

Kitchen Guidelines

Rental clients or professional caterers employed by clients are subject to the following Kitchen Use Guidelines: (Please ensure that your caterer is aware of these policies!)

- A. For your safety and the safety of your guests and/or patrons it is recommended that prior to the preparation of any food items that all countertops and food prep areas be thoroughly cleaned and/or sanitized to prevent cross contamination and/or the spread of disease.
- B. The use of all beverage(s) containing any type red food coloring or that has a color base of red are not permitted in Heritage Hall, Expo Room, Bennett-Allen Board Room, or any other area of the facility that is carpeted. (This policy is in place to prevent stains and damages to carpeting.)
- C. Counter tops, food preparation tables and food service carts should be thoroughly cleaned after each use.

- D. All floors must be swept and mopped. (Brooms, dust pans, mops and floor cleaning solutions are provided. Do not use Clorox on floors.)
- E. All food products MUST be removed from refrigerators, freezers, microwaves, ovens and dishwashers at the conclusion of each event. (No items may be stored overnight.)
- F. All trash generated by client or caterer must be properly disposed of in dumpsters located at the rear of the facility. In cases where there are cardboard boxes, please cut boxes down and place in the cardboard recycle dumpster located adjacent to the dumpsters.
- G. Cooking or the use of microwave ovens, hot plates or other cooking devices is prohibited in Prestage Hall, Heritage Hall or other areas of the facility except the Kitchen(s). (Exception: Cooking is allowed on the concrete pads located outside the facility adjacent to each kitchen.) The Executive Director of the Exposition Center must approve all other exceptions.
- H. Follow best practices for food safety. Do not use hands or cups (glass or plastic) as ice scoops. Do not leave ice scoops inside ice machines.
- I. Should the commercial dishwasher be utilized, please properly drain and clean the food scrap container at the conclusion of your event. Please ensure that dishwasher is properly shut down prior to draining and that all electrical components are left in the off position.
- J. Food scraps used cooking oil or other food preparation by-products must be disposed of properly. A By-products dumpster is provided and is located at the rear of the facility
- K. At the conclusion of each event it is the responsibility of the client or caterer to thoroughly clean any kitchen equipment used including stove tops, ovens, microwaves and dishwasher.
- L. Please remember to turn all appliances to the OFF position before vacating the facility.
- M. Please note that the Exposition Center does not supply the following items: cookware; cleaning supplies (other than floor cleaner); plates; glassware or silverware. (Please remember this is a catering kitchen and that any supplies or items needed to ensure the success of the event must be provided by client or caterer.)
- N. Please do not place FISH in refrigerators or freezers.
- O. Access to the kitchens is only allowed on the day of the event. No access is permitted to the kitchens prior to or after an event without prior written permission from the Staff of the Exposition Center.
- P. The Exposition Center Staff is not permitted to unload, sign for, or accept deliveries on behalf of Clients. If your event requires the delivery of bulk food items, plates, linens, etc. prior to the event prior approval is required. It is recommended that clients be onsite for all deliveries.
- Q. Cooking is only permitted in designated areas and kitchens. Cooking outside the main lobbies of Prestage Hall and Heritage Hall is prohibited.

Thank you for adhering to these guidelines, on behalf of the Staff of the Exposition Center, we wish you the very best with your event.

If you have additional questions, please feel free to contact our administrative staff from 8 am to 5 pm Monday-Friday at 910.592.6451 or by email at info@sampsonexpoctr.com or visit: www.sampsonexpoctr.com.